



Welcome LLC Volunteers

Thank you for volunteering in the LLC (Library Learning Commons)

for the 2016-2017 school year.

It is an awesome place to learn and grow,
and you see it happen every time
you volunteer in the LLC!

PLEASE read the **LLC Volunteer Responsibilities**. There are some things in there that have changed and/or you might have never known!

If you have ANY questions while volunteering, please do not hesitate to ask a staff member.

The primary responsibility of our Library Volunteers is to get books in students' hands. This involves helping students find books, checking books out, checking books in and maintaining the shelves. There is a lot of interaction with students, teachers and our staff. We really think you'll love your library time!

We have the schedule separated into 2 hour shifts. If your schedule does not fit into these time frames, please let us know what works for you. We can and want to be totally flexible. The morning shift (9:00-11:00) usually has a lot of activity with kids returning books, checking out books and classes coming in. The midday shift (11:00-1:00) is usually the quietest in the library but often students come in during recess and right after lunch to check out books. The afternoon shift (1:00-3:00) is a great time for Kindergarten parent volunteers as the children often come in during the afternoon. (Don't forget to tell your child when you will be in the library. Teachers will usually let them come down for a visit during your shift.)

We would like to stress that we understand that this is a volunteer position. If anything arises where you can no longer make your shift, please call a Co-Chair, so we may find a replacement. Keep in mind that it is important to try to find a replacement if you cannot make your designated time.

You may always contact your LLC chair, Lisa Broder (broderlisas@gmail.com) for a current calendar and Sublist!

We can't thank you enough for your time, energy and enthusiasm! This library works because of our volunteers!

Thank you VERY much!
Judy Salemme, Kate McGuinness and Cathy Sondheim

9/13/2016

2016-2017 LLC Volunteer Responsibilities

Shelf Markers

Shelf Markers are available in the blue and white basket on the Circulation Desk. Please encourage students to take one as they enter the library to look for books. When a student takes a book off the shelf, they are to mark the place with the shelf marker. If they decide they do not want that book they know right where to put it back! The goal is for shelf markers to lessen the number of books on the floor and in the baskets.

Check Out Procedure

Make sure you are in the Circulation tab. Click on Check Out in the list on the left. Click on Find Patron, ask the student for their last name (the first three letters is all you really need to enter). Hit GO. If an entire class comes in to check out books, it is handy to click the "By Homeroom" tab in the upper right of the Check Out page. This is especially handy when an entire class comes in, or for Kindergarteners who may not know what their "last name" is.) **Click on the name and then make sure you have the right student by confirming their name and/or class.** Check out their books by scanning each book and then stamping it with the correct due date. When you are done with one child, you may immediately proceed to the next child in line. Please be sure to listen to the computer tones and look at the screen for overrides.

IMPORTANT: If the computer beeps and an override screen appears, read the note:

- If the screen tells you that the child has reached his check-out limit, proceed with a "yes" response, and give the child a gentle reminder to return some of the books he has already read.
- If there is a message regarding the child (some parents have put restrictions on # of books allowed or types of books) please notify the child with a gentle reminder.

***** If there is any question, please do not hesitate to ask a staff member *****

Holds

A hold can be created for a book that is currently checked out and another student is interested in checking it out. First find the student's name as though you were checking out a book. Then click on Holds/ILL in the list on the left. Click on Add Hold on the right side of the screen. Type in the title or part of the title, click GO, click Hold It and then Save.

Renewals

Follow check out procedures. Find the patron. All books checked out to that patron are on the screen. Click on renew.

OR

If the student has the book with them:

Click on Renewal in the list on the left. Scan the barcode. Make sure to stamp the book with the new due date.

2016-2017 LLC Volunteer Responsibilities

Check in Procedure

Students will be returning their books to the bin located under the circulation desk. All books must be checked in before shelving. Click on Check In under the circulation tab, and scan the book's barcode. **Watch and listen for an override screen that tells you if that book is on hold.** If the book is not on hold for someone, place it on the cart to be shelved. Somehow, every year, books find themselves on the library shelves without first being checked in. Please double check that the check in has registered on the screen (match the title with the book.) When in doubt, please check the book in again. Also, any book found "lying around" the library should be checked in again. Book Baskets (pink and blue) scattered around the library should be emptied daily and the books should be checked in, just in case, before being re-shelved.

Checking in a book on hold

When the book is checked in through the system a tone will sound and message will appear that tells you that particular book is in on hold for someone. **Check the book out to that child,** and put a note in the book that has the child's name and teacher's name on it. Deliver this book to the teacher's mailbox located in the office at the end of your shift.

DESTINY

Often a child will need help finding a book. Click on Catalog tab, and enter the title, subject, series, or author. Select the correct icon and a screen will come up showing books that match the criteria. It will also show whether the book is available to be checked out. Talk with the student to determine which book is appropriate for them. Help the child locate the book on the shelf. Destiny is available on every computer in the school by opening Internet Explorer or Chrome, which opens to the Burr Elementary School website. Click on Virtual Library and on this page you will be able to enter your search criteria.

Shelving books

The books on the shelving cart need to be organized before shelving begins.

The Call Number on the Spine Label is the key to finding where the book can be found in the library.

"E" - Picture books will have an "E" on them followed by the first three letters of the author's name. These books are shelved in a "circle" of shelves next to the circulation desk and along the wall to the first door.

"ER" - Early Reader books are shelved in the Early Reader square near the picture books.

2016-2017 LLC Volunteer Responsibilities

“RED NF” - Early reader Non-Fiction books have a red tape on the spine table that designates it to this area. These also can be found in the Early Reader square near the picture books.

“FIC” – Fiction NEW will have a “NEW” sticker and are shelved on the display shelves near the circulation desk.

“FIC” – Fiction Chapter books for younger kids will have a “Chapter Book” sticker and are shelved on the wall on the spinning shelves between Biography and Non Fiction.

“FIC” - Fiction Series will have FIC followed by the first three letters of the author’s name and a “Series” sticker on them. They are shelved on the wall under the ‘SERIES’ sign and are shelves in groups alphabetically, by authors last name, or series name(for a series with more than one author.

“FIC” - Fiction books have “FIC” followed by the first three letters of the author’s name. They are shelved alphabetically, and are on the back wall.

Graphic Novels – are shelved on the back wall after the Story Collection. They each have a graphic novel sticker on them. They are shelved as a group, **not in their 741.5 area.**

Magazines are shelved in the new magazine rack on the wall between the Circulation Desk and the picture book area.

“B” - Biographies have a “B” and the first three letters of the last name of the person the book is about. They are located in the center of the room.

- Non-Fiction – All non-fiction books have a number and alpha call number. They should be shelved by number first and then alphabetically within that number. There is a Dewy Decimal refresher sheet attached at the back of this packet. Please ask if you are unsure.

Book Room Books –Students should not go in the Book Room without a staff member. All Book Room books have a Book Room label on the front that also designates where in the Book Room it is to be shelved. Some are fiction books with a barcode with NO spine label. Some are a group of 6 books (and/or with tape/CD) in plastic bags with one barcode on the bag. Please do NOT shelve these books anywhere except the Book Room. The Book Room is labeled by Reading Level or Bin number. Please check the Book Room sticker on the front of the book to find out where it goes. If you need assistance, ask a member of the staff. Any book labeled BKR in Destiny can be found in the Book Room.

“PRO” - Professional books have a “PRO” and are kept in the book room

“REF” - Reference books have a “REF” and are kept in the Book Room.

****If you are shelving books and find a book that doesn’t seem like it belongs, ask a staff member for assistance or put it aside on the shelving cart.**

2016-2017 LLC Volunteer Responsibilities

WHAT TO DO IF ALL BOOKS ARE CHECKED IN AND SHELVED:

Sometimes it looks like there is nothing to do – this is NEVER true! Please ask if there are any special projects that you could help with. If you are looking for things to do:

- Empty pink and blue baskets and green bins, check books in and re-shelve
- Walk through the library and check that shelves are in order
- Pick up books on floor or lying on shelves and re-shelve
- Check back corner area for books lying around
- Re-shelve books on round table near Picture books
- Read shelves, especially in high traffic areas such as Pets (636s) and Sports (790s)
- Check that Graphic Novels with stickers are not on 741.5 shelves
- Go through magazine section and pull any magazines that are falling apart. Put magazines on desk in office
- Tidy up around the printer.
- Put season/holiday appropriate books on top of Picture book shelves or on the display shelves
- Tidy up Reading nook area (red chairs)
- Push in chairs around round tables